



Marygreen Manor Wedding Ceremony, Civil Partnerships, Reception & Honeymoon Night

2010

Marygreen Manor has been accepted by the Registrar as a suitably dignified venue for the holding of Wedding ceremonies and Civil Partnerships. Subject to availability, we are pleased to offer our Samuel Pepys Room for ceremonies any day of the week including Sundays.

This is an elegant period room with a high ceiling and large picture windows facing onto the 'old worlde' garden at the rear of the hotel. It is highly suitable and beautifully appointed for these important ceremonies.

The elegance of the hotel and tranquil gardens provide an excellent backdrop for wedding photographs. The advantages of holding your wedding and reception at the same venue are obvious. Your guests will appreciate the easy parking and comforts of a four-star hotel together with the knowledge that our staff will make your special day a day to remember.

Room Charges, for wedding ceremonies and receptions held at the hotel are enclosed.

A range of luxurious Honeymoon Suites are available and you may choose from hand carved four poster and half poster beds situated in the main Tudor House or Country House style suites situated in Brampton Lodge. All these rooms have spa baths. Packages including Champagne and flowers are available on request. Our beautifully appointed Courtyard Garden Rooms are available for your guests at special discounted rates on Friday, Saturday and Sunday. Details and prices of all of these rooms may be obtained from Reception.

For further details and Registrar's costs, please request a copy of the Essex County Council's Registration Service Guidance brochure. As soon as you have made a provisional booking with us, you should contact the Superintendent Registrar at The District Registrar Office, 1, Seven Arches Road, Brentwood, Essex, CM14 4JG. Telephone: 01277 233565.



To help you plan your Wedding Reception

Many people prefer to make their own arrangements regarding the flowers, photographer, music, cake etc., but we are more than happy to recommend reputable suppliers and organise these for you.

Our room hire charges include the provision of a Toastmaster/Master of Ceremonies. He will liaise with the Registrar if a ceremony is booked, advise on the order of the day, organise the reception of guests, announce the sit-down and speeches. He will contact you prior to the reception to discuss the level of formality and assistance you will require.

Receiving Lines

There are various options for receiving your guests at the Reception:

Traditional/Formal: Bride's mother, Groom's Mother, Bride, Groom, Maid of Honour, Bridesmaids.

The Bride's Father, Groom's Father with the Ushers mingling with the guests.

Semi-Formal: Bride's Mother, Bride's Father, Groom's Mother, Groom's Father, Bride, Groom, Maid of Honour, Bridesmaids.

Informal: Bride's Mother, Bride's Father, Bride, Groom, Groom's Mother, Groom's Father.

The Top Table

The Top Table is always for the main wedding guests. Whether the Reception is a sit-down or buffet, the usual seating arrangement for the top table is as follows –

1	2	3	4	5	6	7	8	9	10
		1. Bridesmaid				6. Bride			
		2. Chief Bridesmaid				7. Bride's Father			
		3. Groom's Father				8. Groom's Mother			
		4. Bride's Mother				9. Best Man			
		5. Groom				10. Bridesmaid			

Wedding Speeches

Speeches can be as long or as short as you wish but the Bride's Father usually starts the proceedings by proposing the health of the Bride and Groom. He then speaks briefly about the Bride and how lovely she looks!

Next, the Groom proposes a toast to the guests. He then thanks both sets of parents and all those who have helped with the proceedings. He toasts his Bride and introduces his Best Man. The speech of the Best Man is normally filled with humorous stories and quips. He reads out the cards and telegrams and at the end he formally toasts the Bridesmaids.

Marygreen Manor – Room Hire Charges - Wedding Receptions, Civil Partnerships & Ceremonies
 Prices include provision of a Toastmaster / M. C. during day time only and are subject to minimum numbers

High Season – May, June, July, August, September, December			
Henry VIII Suite	Saturday & B/H Sunday	Friday	Sunday & B/H Monday
Daytime only until 5.30pm	£700.00	£550.00	£350.00
Daytime only until 5.30pm plus Ceremony Room	£950.00	£800.00	£600.00
Daytime and evening party plus Buffet room	£1500.00	£1100.00	£900.00
Daytime and Ceremony plus evening party and Buffet room	£1800.00	£1400.00	£1250.00
Tudors Restaurant (minimum numbers apply)			
Daytime only until 5.30pm	£1100.00	£800.00	£1500.00
Daytime only until 5.30pm plus Ceremony Room	£1350.00	£1050.00	£1600.00
Daytime plus evening party in Henry VIII Suite & Buffet room	£2000.00	£1850.00	£1900.00
Daytime and Ceremony plus evening party in Henry VIII Suite	£2550.00	£1950.00	£2300.00
Mid Season – March, April, October, November			
Henry VIII Suite	Saturday & B/H Sunday	Friday	Sunday & B/H Monday
Daytime only until 5.30pm	£600.00	£450.00	£400.00
Daytime only until 5.30pm plus Ceremony Room	£850.00	£700.00	£600.00
Daytime and evening party plus Buffet room	£1350.00	£900.00	£750.00
Daytime and Ceremony plus evening party & Buffet room	£1650.00	£1250.00	£1050.00
Tudors Restaurant (minimum numbers apply)			
Daytime only until 5.30pm	£1100.00	£800.00	£800.00
Daytime only until 5.30pm plus Ceremony Room	£1250.00	£1000.00	£1000.00
Daytime plus evening party in Henry VIII Suite & Buffet room	£1900.00	£1550.00	£1900.00
Daytime and Ceremony plus evening party in Henry VIII Suite	£2500.00	£1800.00	£2300.00
Low Season – January, February			
Henry VIII Suite	Saturday & B/H Sunday	Friday	Sunday & B/H Monday
Daytime only until 5.30pm	£550.00	£300.00	£250.00
Daytime only until 5.30pm plus Ceremony Room	£750.00	£500.00	£400.00
Daytime and evening party plus Buffet room	£900.00	£650.00	£550.00
Daytime and Ceremony plus evening party & Buffet room	£1100.00	£800.00	£650.00
Tudors Restaurant (minimum numbers apply)			
Daytime only until 5.30pm	£800.00	£650.00	£800.00
Daytime only until 5.30pm plus Ceremony Room	£950.00	£800.00	£950.00
Daytime plus evening party in Henry VIII Suite & Buffet room	£1400.00	£1150.00	£1550.00
Daytime and Ceremony plus evening party in Henry VIII Suite	£1900.00	£1650.00	£1950.00

Monday-Thursday Wedding Reception weekday prices available on request.
 Prices effective from 01/2010 All Prices are subject to increase without prior notice.

Terms & Conditions

Deposits:

A non-refundable deposit is required at the time of confirming your booking together with a signed copy of our Schedule to Agreement and conditions. One month before the function an estimate for the total event will be sent to you. The whole of the estimated account must be paid in full not later than 14 days prior to the date of the function. In the event of any alterations after that date an extra account or refund will be presented and settled on the day of the reception.

The hotel accepts your bookings upon the hotels standard terms and conditions and on the basis that the hotel supplies all food and drink items with the exception of the wedding cake.

Booking:

To ensure all runs smoothly with your wedding arrangements, we ask you to keep us informed of the expected numbers at various stages approaching your wedding.

The first stage is the completion of this contract in which we ask you to estimate the numbers that will attend. This figure is important as we cannot guarantee covering more than a 10% variation of the estimated figure. The next stage is that we ask that six weeks before your wedding, you contact us to confirm final details and select the catering you require. At least one month before your function we will send you an estimated account which must be paid in full not less than 14 days before the function. We are happy to discuss any further alterations to your arrangements which if agreed may require extra accounts of refunds to be paid on the day.

Cancellation Policy:

In the event of a cancellation the following charges will be payable: From the time of booking until six months before the function the deposit will be forfeited. From six months to three months before the function 25% of the estimated cost will be payable. From three months to one month before the function 50% of the estimated cost will be payable.

From one month to the time of the function 75% of the estimated cost will be payable.

In the event of cancellation and when final details have not been confirmed, the cancellation charges will be calculated on the average spend of a wedding reception with reception drinks, a three course sit down meal, wine, sparkling wine for the toast, evening buffet and bar.

Cancellations must be made to the hotel in writing and sent recorded delivery. In return an acknowledgement must be received from the hotel. Postponements are treated as cancellations.

In view of unforeseen circumstances and in case of family illness etc. We urgently recommend that you take out cancellation insurance. Please contact the hotel for further information regarding cancellation insurance. We have no financial interest in recommending insurance services.

Wedding Ceremony:

When the Wedding Ceremony is booked with us we regret that we cannot accommodate guests more than 30 minutes before the start of the Ceremony. Please note that to ensure the dignity of the occasion the bar will not be open before your Wedding Ceremony. Please notify your guests that even if they are hotel residents they will not be able to obtain alcohol in the hotel during that period.

Music and Dancing:

We regret that out of consideration to other hotel residents and our neighbours we cannot allow music and dancing beyond 11.30pm under any circumstances. The bar closes at 11.30pm and the hotel must be vacated by 12 midnight. On Sundays the bar closes at 10.30pm and the hotel must be vacated by 11.00pm. The volume of music must be such that it does not cause disturbance to neighbours or hotel guests. The Hotel Management reserve the right to switch off amplification if the music extends beyond 11.30pm or if it reaches an unacceptable noise level. For daytime only receptions, the hotel must be vacated by 5.30pm at the latest.

Children:

Wedding Receptions are by their nature family occasions and of course we accept that children are likely to be attending. For their own personal safety, and out of consideration for other hotel guests and customers, we request that all children attending are supervised at all times by a responsible adult. Crèche facilities can be organised on request.

Wedding Cake and Gifts:

Wedding cakes and other items supplied by you can be delivered the evening before the wedding or on the morning of the reception. Although we always take great care with wedding cakes we cannot accept responsibility for any damage that might occur to them on our premises. Home-made wedding cakes should be delivered on the day of the reception and assembled by your own representative. Gifts can be left behind the reception desk during the evening, but unless every item is identified and checked, we cannot accept responsibility for damage or loss.